

## **Considerations of Budget Amendment #2 Addition of Permanent Substitutes**

This amendment request is for the addition of 30 permanent substitutes to ensure that daily absences are filled. The goal of filling substitute requests is 100% every day. From the dates of December 5, 2011 through May 2, 2012 (18 weeks), that target was achieved seven times. The overall fill rates for the years 2010-2011 and 2011-2012 were 94% and 93%, respectively. Although the number of substitutes available is sufficient to cover need, substitutes decline positions, particularly at certain times and/or locations.

During the 18-week sampling period defined above, the average number of absences was 535 per week. The average number of unfilled requests was 27.94 per week. On average, 5.85 requests per day were unfilled. Forty-five percent (45%) of the unfilled requests for substitutes were in the area of Special Education. The lowest number of substitutes needed during this time was 223.50 per week, which fell the week of January 4. Requests steadily rose through spring with the three highest weeks falling in the weeks of March 5 (678.50), April 12 (392.50), and April 30 (740.50).

To achieve greater fill rates, several measures were taken:

1. Increased numbers of substitutes were hired. Last year CPS employed an additional 247 substitutes.
2. Weekly orientation meetings were held to ensure new hires were immediately available.
3. Each principal secretary was provided contact information for substitutes and a daily list of available subs was provided. Calls from the schools resulted in a greater acceptance rate than calls from Human Resources.
4. Examine feasibility and desirability of outsourcing with Kelly Services.

Two areas need priority consideration. First, requests for Special Education assignments frequently go unfilled. Secondly, professional developments events, for which up to 30 substitutes per event are scheduled may include some unfilled assignments. Failure to fill planned professional development requests compromises the district's ability to achieve strategic initiatives, a building's ability to meet school improvement goals, and a teacher's ability to meet performance expectations. Additionally, teachers within the building must sacrifice plan time or other obligations to cover a period, which distracts them from work and creates a stream of transitions for students.

After 17 days of school, the substitute needs reappear. In 2008-2009, the 22 permanent substitutes that had been employed to address these issues were eliminated secondary to budget cuts. We are asking the board to reconsider this need and this option. The cost of this request is \$359,944 if hired by October 1, 2012.

Additional trend data for a three-year period will be provided on a fact sheet at the Board meeting.

# Sub Fill Rate info for the second half of 2011-2012 school year

Week of	work days in week	Absent	Filled	Unfilled	Sped	%age filled	%age unfilled	%age unfilled that is sped	Avg absences per day	avg # unfilled per day	avg unfilled sped per day
5-Dec	5.00	589.00	548.50	40.50	27.00	93.12%	6.88%	66.67%	117.80	8.10	5.40
12-Dec	5.00	680.50	655.00	25.50	12.50	96.25%	3.75%	49.02%	136.10	5.10	2.50
19-Dec	3.00	269.50	261.50	8.00	2.00	97.03%	2.97%	25.00%	89.83	2.67	0.67
4-Jan	3.00	230.50	223.50	7.00	5.50	96.96%	3.04%	78.57%	76.83	2.33	1.83
9-Jan	4.00	421.00	411.00	10.00	3.50	97.62%	2.38%	35.00%	105.25	2.50	0.88
17-Jan	4.00	427.00	416.00	11.00	6.00	97.42%	2.58%	54.55%	106.75	2.75	1.50
23-Jan	5.00	552.00	532.50	19.50	9.50	96.47%	3.53%	48.72%	110.40	3.90	1.90
30-Jan	5.00	576.50	546.00	30.50	15.00	94.71%	5.29%	49.18%	115.30	6.10	3.00
6-Feb	4.00	447.50	432.50	15.00	8.00	96.65%	3.35%	53.33%	111.88	3.75	2.00
14-Feb	4.00	510.50	493.00	17.50	7.00	96.57%	3.43%	40.00%	127.63	4.38	1.75
27-Feb	5.00	641.50	599.00	42.50	17.50	93.37%	6.63%	41.18%	128.30	8.50	3.50
5-Mar	5.00	678.50	622.50	56.00	24.50	91.75%	8.25%	43.75%	135.70	11.20	4.90
12-Mar	5.00	619.00	577.50	41.50	15.00	93.30%	6.70%	36.14%	123.80	8.30	3.00
2-Apr	5.00	392.50	389.00	3.50	2.00	99.11%	0.89%	57.14%	78.50	0.70	0.40
16-Apr	5.00	558.00	534.50	23.50	5.00	95.79%	4.21%	21.28%	111.60	4.70	1.00
23-Apr	5.00	653.50	612.50	41.00	14.50	93.73%	6.27%	35.37%	130.70	8.20	2.90
30-Apr	5.00	740.50	670.00	70.50	30.00	90.48%	9.52%	42.55%	148.10	14.10	6.00
7-May	5.00	642.50	602.50	40.00	22.00	93.77%	6.23%	55.00%	128.50	8.00	4.40
18 weeks	82.00	535.00	507.06	27.94	12.58	94.78%	5.22%	45.03%	115.72	5.85	2.64
50% of year roughly						Average for this 18 week period (50% of the year)					

7.23%  
%age of  
teacher out

Highest # of absences and unfilled positions for this time period  
Lowest # of absences for this time period

Best fill day with only 3.5 openings and 99.11% fill

03/09/2012 was the highest day unfilled with 22 unfilled positions that day

**Columbia School District  
Budget Amendment #1a  
2012-2013**

**Operating Fund**

	Sept 12 #1	Sept 12 #1a	
	2012-2013	PROPOSED	AMENDED
<b><u>REVENUES:</u></b>	<b><u>BUDGET</u></b>	<b><u>AMENDMENTS</u></b>	<b><u>2012-2013</u></b>
			<b><u>BUDGET</u></b>
LOCAL	\$ 42,700,667	\$ -	\$ 42,700,667
INTERMEDIATE	\$ 799,858	\$ -	\$ 799,858
STATE	\$ 16,671,324	\$ -	\$ 16,671,324
FEDERAL	\$ 3,705,386	\$ -	\$ 3,705,386
OTHER SOURCES	\$ 33,500	\$ -	\$ 33,500
BONDS SOLD	\$ -	\$ -	\$ -
 TOTAL REVENUES	 \$ 63,910,735	 \$ -	 \$ 63,910,735
 <b><u>EXPENDITURES:</u></b>			
SALARIES	\$ 20,372,330	\$ -	\$ 20,372,330
BENEFITS	\$ 7,039,255	\$ -	\$ 7,039,255
SERVICES/SUPPLIES	\$ 32,784,948	\$ -	\$ 32,784,948
CAPITAL OUTLAY		\$ -	\$ -
DEBT SERVICE		\$ -	\$ -
OTHER USES	\$ -	\$ -	\$ -
 TOTAL EXPENDITURES	 \$ 60,196,533	 \$ -	 \$ 60,196,533
 <b>Interfund Transfers</b>	 \$ (2,138,019)	 \$ (359,944)	 \$ (2,497,963)
 <b>EXCESS / (DEFICIT)</b>			
<b>REVENUES OVER</b>			
<b>EXPENDITURES</b>	 \$ 1,576,183	 \$ (359,944)	 \$ 1,216,239

**Columbia School District  
Budget Amendment #1  
2012-2013**

**Operating Fund**

**Revenues:**

\$	-	Total Local Revenues
\$	-	Total Intermediate Revenues
\$	-	Total State Revenues
\$	-	Total Federal Revenue
\$	-	Total Other Revenue
\$	-	Total Revenues

**Expenditures:**

\$	-	Total Salaries
\$	-	Total Benefits
\$	-	Total Services/Supplies
\$	-	Total Other Uses
\$	-	Total Expenditures
\$	(359,944)	
\$	(359,944)	Net change in interfund transfer
\$	(359,944)	Increase in Net Income over Expense

**Columbia School District  
Budget Amendment #1a  
2012-2013**

**Teachers Fund**

	Sept 12 #1	Sept 12 #1a	
	2012-2013 BUDGET	PROPOSED AMENDMENTS	AMENDED 2012-2013 BUDGET
<b>REVENUES:</b>			
LOCAL	\$ 62,858,168	\$ -	\$ 62,858,168
INTERMEDIATE	\$ 630,370	\$ -	\$ 630,370
STATE	\$ 37,475,888	\$ -	\$ 37,475,888
FEDERAL	\$ 5,192,300	\$ -	\$ 5,192,300
OTHER SOURCES	\$ 223,500	\$ -	\$ 223,500
BONDS SOLD	\$ -	\$ -	\$ -
 TOTAL REVENUES	 \$ 106,380,226	 \$ -	 \$ 106,380,226
 <b>EXPENDITURES:</b>			
SALARIES	\$ 83,548,579	\$ 139,500	\$ 83,688,079
BENEFITS	\$ 23,862,291	\$ 220,444	\$ 24,082,735
SERVICES/SUPPLIES	\$ 400,000	\$ -	\$ 400,000
CAPITAL OUTLAY		\$ -	\$ -
OTHER USES	\$ -	\$ -	\$ -
 TOTAL EXPENDITURES	 \$ 107,810,870	 \$ 359,944	 \$ 108,170,814
 Interfund Transfers	 \$ 1,430,644	 \$ 359,944	 \$ 1,790,588
 EXCESS / (DEFICIT) REVENUES OVER EXPENDITURES	 \$ -	 \$ -	 \$ -

**Columbia School District  
Budget Amendment #1  
2012-2013**

**Teachers Fund**

**Revenues:**

\$ -      **Total Local Revenues**

\$ -      **Total Intermediate Revenues**

\$ \_\_\_\_\_ -      **Total State Revenues**

\$ \_\_\_\_\_ -      **Total Federal Revenue**

\$ -      **Total Revenues**

**Expenditures:**

\$ 139,500      Addition of 30 permanent substitutes

\$ 139,500      **Total Salaries**

\$ 220,444      Addition of 30 permanent substitutes

\$ 220,444      **Total Benefits**

\$ 359,944      **Total Expenditures**

\$ 359,944      **Change in transfer from operating fund**

\$ -      **Increase in Income over Expense**